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**TO:** CITY MANAGER **DATE:** 2005 April 22

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT:** 2005/2006 FACILITY USE FEE SCHEDULE FOR PARKS, RECREATION AND CULTURAL SERVICES

**PURPOSE:** To request Council's approval for the 2005/2006 Facility Use Fee Schedule and the three bylaws listed in the report.

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**RECOMMENDATIONS:**

1. THAT the 2005/2006 Facility Use Fee Schedule (Attachment "A") be approved as outlined in the attached report.
2. THAT the Burnaby Recreation Fees and Admissions Bylaw 2005, the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2005 and the Burnaby Village Museum Fees Bylaw 2005 be brought down as detailed in Attachment "A", circulated under separate cover.

**REPORT**

At its meeting of 2005 April 20, the Parks, Recreation and Culture Commission received the above noted report and adopted the four recommendations contained therein.



Kate Friars  
Director Parks, Recreation and Cultural Services

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Attachment

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cc: Director Finance  
City Solicitor

**SUBJECT: 2005/2006 FACILITY USE FEE SCHEDULE FOR PARKS,  
RECREATION AND CULTURAL SERVICES**

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**RECOMMENDATIONS:**

1. THAT the 2005/2006 Fees and Charges Pricing Guidelines (Attachment "C" & "D") be approved.
2. THAT the 2005/2006 Program and Service Fees (Attachment "B") be approved.
3. THAT Council be requested to approve the 2005/2006 Facility Use Fee Schedule (Attachment "A") as outlined in the report.
4. THAT Council be requested to bring forward the:
  - Burnaby Recreation Fees and Admissions Bylaw 2005
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2005
  - Burnaby Village Museum Fees Bylaw 2005

as detailed in Attachment "A", circulated under separate cover.

**REPORT**

**A. BACKGROUND**

Each spring Commission receives a report outlining the recommended fee structure for the upcoming year's parks, recreation and cultural services. Fees are established at this time to enable staff to better project revenues for the Provisional Budget process. The new 2005/2006 rates will be advertised in the Fall/Winter Leisure Guide, to be distributed late August.

Market research on comparable admission rates, programs and services throughout the Lower Mainland is conducted annually to ensure that City of Burnaby fees remain reasonable and competitive.

Based on this research and analysis, it is recommended that Facility User Fees and Program and Service Fees increase 2% in most service areas. The increase would be applicable to all bylaw and non bylaw fees. The 2% increase is necessary to offset inflationary increases in supply costs. There are some exceptions to the 2% increase, such as fluctuations in the market or increased costs that are detailed in the following information.

The current practice of rounding rates to the nearest nickel will be continued for ease of cash handling.

The fees and charges process consists of the following two aspects:

**1. Burnaby Facility Use Fee Schedule Bylaw**

This document is required under the conditions of the Community Charter. The bylaw covers all fees and charges related to admission and allotment/rental usage of recreation/cultural buildings and facilities. The bylaw is established on an annual basis and does not cover program registration fees.

Due to its size, the proposed 2005/2006 Facility Use Fee Schedule has been provided as a separate package (Attachment "A").

**2. Program and Service Fees**

The second aspect is the document that established the rates for registered programs and services. The Program and Service Fees document has been provided as a separate package (Attachment "B").

In 1997, the Commission approved a Value Statements document (Attachment "C") and an Operating Principles document (Attachment "D"), that forms the pricing guidelines that provides a framework for fees and charges and guidance to staff for establishing rates for registered programs and services.

**B. CHANGES TO FEES THAT DIFFER FROM THE INFLATIONARY INCREASE**

**Proposed Adjustments to the 2005/2006 Facility Use Fee Schedule By-Law**

**a. Maintain Current Fee**

Some by-law fees are at the high end of the market range and are experiencing reduced demand, therefore, staff recommends the following fees remain the same for the coming year:

Allotments

- Bonsor Banquet Room
  - Over 200 - Private
- Willingdon Main Hall
  - Basic Private
  - Extra Hour (Prime)
  - Extra Hour (NonPrime)
- Shadbolt Theatres (Schedule C Only)
  - Admissions
  - Rehearsals
- Lifestyle
  - Drop-In
  - Pass (1 month)
- Arena (Summer Floor)
  - Rental - Lacrosse

**b. New Fees**

The following new by-law fees are being recommended:

- Lifestyle Family - Punchard
- Museum Admission - Carousel "Bakers Dozen"

**Proposed Adjustments to 2005/2006 Program and Service Fees**

For the Program and Service Fees, staff conduct the same process of market surveys and comparisons. The majority of the non-by-law program fees will increase by the inflationary rate of 2% with some exceptions due to fees being below market value or fees being at the high end of the market.

**a. Maintain Current Fee**

- Personal Training - Private - 1, 3, 5, 10 session packages

**b. New Fees**

The following new non-by-law fees are being recommended:

- Personal Training - Semi-Private - 1,3, 5,10 session packages
- Indoor Tennis - External Instructor Fee

**c. Delete Fees**

It is recommended that the following two fees be deleted as the two services are already covered under other fees.

- Seniors Weight Room - Orientation
- Youth Sports - Shoe Tag

**d. Increase Fees**

The following four program areas have experienced an increase in supply or instructor costs and are currently at the bottom of the market range.

- Preschool - Specialty
- Babysitting Course
- Youth Social - Specialty
- Skating Lessons - Preschool & Children

**SUMMARY**

According to local market research conducted by staff in 2005 February, the proposed 2005/2006 Facility Use Fee Schedule and Program and Service Fees are reasonably priced in relation to the market and demand. It is believed that the recommended adjustments will assist in providing the best possible service to Burnaby residents at reasonable and appropriate rates for convenient, quality services. At the same time, with fair and competitive fees, sufficient revenue is generated to offset the inflationary increases that otherwise erode the quality of service.

WS:mc

Attachments (3)

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